

FCPN# FY04-04 Navy Fleet Card Instruction 4600.1

Note: All Point of Contacts - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.

DON eBUSOPSOFFINST 4600.1, dated 28 May 2004, has been signed and is in effect. This instruction provides policies and procedures for the administration and management of the Navy Fleet Card Program. It applies to all Navy activities and personnel using the Fleet Card.

A copy of the instruction is available on the DON eBusiness Operations Office Web site at www.don-ebusiness.navsup.navy.mil; click on "Fleet Card Program" then click the "Policy" tab. Click on the "Navy EBUSOPSOFFINST 4600.1" to access the Fleet Card Instruction.

Detailed procedural information on daily operations can be found in the Navy desk guides once established and available. The role-based desk guides will be available September 2004.

All Fleet Card Periodic Notices (FCPNs) are located on our website www.don-ebusiness.navsup.navy.mil under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

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